

**Los Angeles Unified School District
DISTRICT 6
INTER-OFFICE CORRESPONDENCE**

TO: All Year Round K - 8 Principals **DATE:** March 9, 2009

FROM: Sharon Sweet, Administrator of Instruction

**SUBJECT: TEXTBOOK ORDERING PROCEDURES, ELEMENTARY/SPAN
SCHOOLS (K – 8)**

Every student must have access to core textbooks that are aligned to state-content standards. Schools must also maintain sufficient surplus to cover projected textbook losses that occur during the year. In anticipation of the new mathematics adoption and the replenishment of core textbooks for the 2009-2010 school year, please review and follow the procedures described below.

School Responsibility – prior to March 23, 2009

- Under the direction of the Principal or designee, a textbook inventory is conducted for each of the content areas: E/LA, ELD, mathematics, history-social science, health and science. Estimate the projected numbers of textbooks needed for the next school year, accounting for normal losses and anticipated enrollment based upon the “road show” projections.
- For each textbook order, download and complete the appropriate textbook order form – Website: <http://textbookservices.lausd.net> and attach a signed copy of the ***Request for Textbooks Form (2009-2010)*** (See attached).
- Bring the textbook order to the district office on your designated day of March 24, 2009.

Local District Responsibility

- The coordinators of E/LA and mathematics as well as the specialists for history/social science and health will review the textbook orders at the road show.
- The Administrator of Instruction will approve the textbook orders.
- The local district will input the orders into IFS.
- The local district will send each school a letter with a copy of the BPO attached for their records (See sample letter).

School Responsibilities

- Ensure you have received a copy of a BPO from the local district for every vendor you ordered from in the core content areas.
- Regularly monitor the status of textbook orders with each vendor (books must be received prior to July 1, 2009).
- Organize staff at the school site to ensure procedures for receiving textbooks.
- **Upon arrival of textbooks, verify that the order is complete, enter a RECEIVER and send a copy of the RECEIVER to Local District 6, Attn: Yamilet Renderos.**

Textbook Certification

- Policy requires that each student, including English Learners and those in special day classes, have a state-adopted, standards-based textbook for use in the core and required subjects of E/LA, mathematics, history-social science, science, foreign language (grades 9 – 12) and health.
- Students must be assigned a single textbook in each subject that they can carry to and from school during their on track time **(No class sets may be ordered)**.
- CA Ed. Code Section 60119 requires an annual certification of textbook sufficiency required by all teachers, principals, and local district superintendents.
- Textbook Sufficiency for Classroom teachers is distributed on the first day of instruction. Certifications are collected from teachers at 15 working days.
- Resolve any verified insufficiencies prior to completing the Principal Certification of Textbook Sufficiency.
- Refer to REF – 3538 for further information.

If you have any questions contact Sharon Sweet at (323) 278-3963 or sharon.sweet@lausd.net.

Attachments

C: Superintendent
Directors of School Services
Administrative Secretary

LOCAL DISTRICT 6
REQUEST FOR TEXTBOOKS FORM (FY 2009/2010)

NO. _____

BPO #: _____

PLEASE COMPLETE ONE FORM PER ORDER

| | |
|----------------------|---------------------|
| DATE: | |
| REQUESTED BY: | VENDOR NAME: |
| SCHOOL: | ADDRESS: |
| ADDRESS: | |
| ENROLLMENT: | |

Directions:

Use a separate Request for Textbooks Form (FY 2009-10) for each order. Complete **bold** portions of form

"Principal's Signature needed"

"Elementary Schools and Middle Schools attached order form(s) from <http://Textbookservices.lausd.net>"

"High Schools attach a current quote from vendor: Note: Textbooks must be in the "List of Authorized Instructional Materials" (See <http://Textbookservices.lausd.net>)

| LINE# | QUANTITY | UNIT | ISBN NUMBER | Title of Textbook (include grade level) | UNIT COST | Amount |
|-------|----------|------|-------------|---|-----------|--------|
| 1 | | | | See Attached | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

Principal Signature: _____

| | | | |
|---------------------------------|---------------|------------------|--|
| DELIVERY DATE: | April 9, 2009 | SUB TOTAL | |
| ADDITIONAL INSTRUCTIONS: | | S/H* | |
| | | TAX | |
| | | TOTAL | |

* " NOTE: SHIPPING AND HANDLING IS TAXABLE"

District Office Only

| LINE | FUND | PROG | AREA | ORG/SUB | OBJ/SUB | AMOUNT |
|------|------|------|------|---------|---------|--------|
| | | | | | 4160 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

☐ APPROVED

☐ NOT APPROVED

Coordinator _____

_____ Date

☐ APPROVED

☐ NOT APPROVED

Superintendent _____

_____ Date

_____ Fiscal Services Manager

_____ Date



DISTRICT 6

Bell • Huntington Park • South Gate Complexes

5800 S. Eastern Ave., 5th Floor, Commerce, CA 90040 Office: (323) 278-3900 Fax: (323) 720-9366

David L. Brewer III
Superintendent of Schools

Martin Galindo
Local District
Superintendent

08-09 Textbook Orders

DATE: February 24, 2009

TO:

FROM: Omar Hsiung, Fiscal Services Manager

SUBJECT: **TEXTBOOK ORDER: PC D09-0004394**
VENDOR: MACMILLAN MCGRAW-HILL

SAMPLE

We have created the attached order(s) on behalf of your school and we will be mailing the original to the company. Please have your staff add the orders(s) to your files and make sure that they follow up with the vendor for delivery. Also, please have your staff enter the "Online Receiver" as soon as the order has been received. Please forward a copy of your packing slip for each order(s) with the signature(s) of who receives it to Yamilet Renderos.

If there are any discrepancies with the shipment, please have your staff try to resolve them. Due to the cutbacks, District 6 does not have sufficient personnel to follow up with all the orders.

Note: If there are price increases/discrepancies for the attached order(s): please acquire the correct pricing and fax it to Yamilet Renderos @ fax # 323-720-9426. The District 6 office will modify the purchase order accordingly and re-submit the purchase order to the company. (Do not sign any paperwork for the attached order(s) without receiving authorization from the Local District 6 Office.

If you have any questions regarding this transmission, please contact Yamilet Renderos at 323-278-3918 or by email yamilet.renderos@lausd.net or Omar Hsiung at 323-278-4902 or by email omar.hsiung@lausd.net.

Attachments